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This Checklist reflects Command requirements for Deployment Planning and Operations programs at all levels to prepare for and conduct internal reviews. This checklist applies to the Air National Guard (ANG) when published in the ANGIND 2.

SUMMARY OF REVISIONS

This checklist has been revised to reflect the new publication's format, add key result areas, changes to critical and non-critical areas and update references.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This is a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's Logistics Deployment Planning program.

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Attachment 1

DEPLOYMENT PLANNING AND OPERATIONS (MAJCOM/NAF/WING/UNIT) CHECKLIST

Table A1.1. Checklist.

	YES	NO	N/A
MISSION STATEMENT (MAJCOM): To support the AFSPC and supported command missions by providing command policy and guidance for deployment planning and operations.			
1. MAJCOM Logistics Plans (CRITICAL ITEM)	**YES**	**NO**	**N/A**
1.1. Does the Manpower and Equipment Force Packaging System (MEF-PAK) responsible command submit Logistics Force Packaging (LOG-FOR) updates to HQ USAF/ILXX (LRC) quarterly (NLT 1 March, 1 June, 1 September, and 1 December)? (AFMAN 10-401, para 6.13.2)			
1.2. MAJCOM Logistics Plans (NON-CRITICAL ITEM)	**YES**	**NO**	**N/A**
1.2.1. Does the Logistics Plans function serve as the focal point for the Integrated Deployment System (IDS) and OPR for the Logistics Module (LOGMOD) and the Deployment Management System (DeMS)? (AFI 10-403, para 1.4.2)			
MISSION STATEMENT (NAF): To identify AFSPC resources to support combatant command wartime additive requirements.			
2. NAF (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.1. Has theater pre-positioned War Reserve Materiel (WRM) been identified to supporting MAJCOMs to allow them to prepare specialized deployment packages? (AFI 10-403, para 1.3.1)			
2.2. Have operational meal requirements been identified to HQ AFSVA/SVO annually according to the USAF War & Mobilization Plan Volume 1 (WMP-1)? (AFI 10-403, para 1.3.2)			
MISSION STATEMENT (WINGS): To support AFSPC mission to deploy required forces in support of specific Operations Plans (Oplans)			
3. WING (CRITICAL ITEMS)	**YES**	**NO**	**N/A**
3.1. Does the Operations Plans, Wing Plans, or Logistics Plans Office (as appropriate) review all deployment-related documents, identify the installation's total deployment requirements and provide a detailed outline of the requirements for each OPlan to the Installation Deployment Officer (IDO)? (AFI 10-403, para 1.5.3)			
3.2. Does the deployment structure include establishment of a Deployment Control Center (DCC), a Cargo Deployment Function (CDF) and a Deployment Processing Unit (DPU)? (AFI 10-403, para 2.2)			
3.3. Have inputs from assigned units been analyzed, including collocated and tenant units, and used to develop guidance on how units will deploy from the installation? (AFI 10-403, para 2.3)			

3.4. Has the IDO published an Installation Deployment Plan (IDP) containing deployment operations guidance? (AFI 10-403AFSPC1, para 2.3.1)			
3.5. Are all Unit Type Code (UTC) taskings correctly identified in the Logistics Module (LOGMOD)? (AFI 10-403, para 2.6.3.1, IC 98-01)			
3.6. Has the Wing Commander (CC) established a Resource Augmentation Duty (READY) program and given it top priority to augmentation required for exercise, contingency, humanitarian, and wartime requirements? (AFI 10-217, paras 2.4.1 and 3.2.1)			
3.7. Does the Installation Deployment Officer (IDO) direct, control and coordinate installation deployments (including tenant and transiting forces) as directed by the commander? (AFI 10-403, para 1.5.2.1)			
3.8. Have personnel and cargo been scheduled to flow through the deployment process in time to meet the departure of the deployment transportation? (AFI 10-403, paras 3.2.1 and 3.2.2) *NOTE*: The LOGMOD Deployment Schedule of Events (DSOE) will be used.			
3.9. Has the Deployment Control Center (DCC) ensured cargo and personnel are identified to meet the deployment tasking(s)? (AFI 10-403, para 3.3.2) *NOTE*: To include relaying pertinent tasking information to deploying units and work centers (i.e., Unit Type Code (UTC), weapons, ammunition and deployment bag requirements, destination enroute time, and classification guidance). (AFI 10-403AFSPC1, para 3.1.1)			
3.10. Has the DCC identified shortfalls and Limiting Factors (LIMFACs) that cannot be filled locally to the tasking source? (AFI 10-403 and AFI 10-403AFSPC1, para 3.3.2) *NOTE*: Ensure local resources and authorized substitutions have been exhausted prior to identifying to higher headquarters (HHQ).			
3.11. Has the commander ensured that units prepare and handle cargo in accordance with DoD 4500.32R, *Military Standard Movement Procedures* (MILSTAMP); DoD 4500.9R, *Defense Transportation Regulation* (DTR), Pert III; AFI 24-201, *Transportation Management of Air Force Cargo*, AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments, and 49 Code of Federal Regulation*? (AFI 10-403, para 4.1.2)			
3.12. Do units deploying by convoy follow specific cargo preparation requirements in AFI 24-301, Vol 1, *Vehicle Operations*, and AFI 24-204, *Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States*? (AFI 10-403, para 4.1.3)			
3.13. Is the load plan efficiently, effectively and safely carried out? (AFI 90-201, para A5.2.2)			
4. WING (NON-CRITICAL ITEMS)			
4.1. Does the host-unit commander serve as the responsible activity for unit deployments? (AFI 10-403, para 1.5.1.1)			

4.2. Has the commander designated an Installation Deployment Officer (IDO) and alternate? (AFI 10-403, para 1.5.1.5)			
4.3. Does the IDO ensure that the installation meets all pre-execution and command and control deployment requirements? (AFI 10-403, para 1.5.2.3)			
4.4. Does the assessment program include semi-annual deployment exercises based on real world scenarios and allow for maximum unit participation? (AFI 10-403AFSPC1, para 2.3.3.1)			
4.5. Has the installation developed a deployment education program to ensure all personnel fully understand the deployment process? (AFI 10-403, para 2.4)			
4.6. Does the IDO educate commanders on their responsibilities in ensuring their units properly prepare personnel and cargo for deployment? (AFI 10-403, para 2.4.1)			
4.7. Do all military and civilian personnel subject to and/or identified to deploy meet training requirements? (AFI 10-403, paras 2.5.2, 2.5.3 and 2.5.4)			
4.8. Have an adequate number of personnel been trained in certifying hazardous cargo, operating deployment software programs, building pallets and fulfilling other local tasks identified as essential to the installation's deployment process? (AFI 10-403, para 2.5.5)			
4.9. Has the IDO identified deployment augmentation requirements to the Resource Augmentation Duty (READY) Board? (AFI 10-403, para 2.2.4)			
4.10. Do pilot units provide Logistics Detail (LOGDET) data to the HQ AFSPC/LGXP NLT 25 February and 25 August each year? (AFI 10-403AFSPC1, para 2.7)			
4.11. Do non-pilot units advise pilot units of their correct message address for UTC information and COMPES unit identification code? (AFMAN 10-401, para 6.5.12.1)			
4.12. Has a Deployment Process Working Group been established? (AFI 10-403, para 1.5.22)			
4.13. Has the Military Personnel Flight Chief ensuring installation is using CMOS to maintain passenger in-transit visibility. (AFI 10-403, para 1.5.10.5.2.7)			
4.14. Are Air Force automated systems that comprise the IDS being used to support the deployment process? (AFI 10-403, para 2.6.1)			
4.15. Do all units with a deployment commitment use and maintain the DeMS for assigning personnel to positions and preparing cargo? (AFI 10-403, para 2.6.2)			
4.16. Has the IDO ensured all command and control requirements are met? (AFI 10-403, paras 3.1.1 and 3.1.2) *NOTE:* This must include establishing lines of communications between HHQs and the DCC, and between the DCC and tasked units.			

	YES	NO	N/A
4.17. Has the DCC monitored all deployment activities and ensured the installation has met all requirements? (AFI 10-403, para 3.3.1)			
4.18. During deployment operations, does the DCC up-channel information to the installation's senior leadership as specified by local requirements? (AFI 10-403, para 3.4.1)			
4.19. Has data necessary for historical reference been kept on file? (AFI 10-403, para 3.5.1) *NOTE*: Data compiled should be used to help units identify ways of improving their deployment process.			
4.20. Has the IDO maintained the following minimum documentation required for each deploying aircraft or surface movement: passenger manifest, equipment listings, hazardous cargo waivers and load plan and other documents identifying equipment and personnel aboard deploying aircraft? (AFI 10-403 & AFI 10-403AFSPC1, para 3.5.2)			
4.21. Is the Cargo Deployment Function (CDF) responsible for loading unit equipment and baggage? (AFI 10-403, para 4.3)			
4.22. Is the Cargo Movement Operating System (CMOS) being used to maintain cargo in-transit visibility? (AFI 10-403, para 4.6)			
4.23. Is transportation used efficiently, i.e., the minimum number of vehicles to deploy the required people and equipment? (AFI 90-201, para A5.2.2)			
4.24. Does the installation follow specific procedures to account for all deployed personnel? (AFI 10-403, para 1.5.10.5.2.6) *NOTE:* Refer to AFI 10-215 and AFI 38-205 for specific guidelines.			
4.25. Is the installation using the Cargo Movement Operating System (CMOS) to maintain passenger in-transit visibility? (AFI 10-403, para 1.5.10.5.2.7)			

5. UNIT (CRITICAL ITEMS)	YES	NO	N/A
5.1. Do units that deploy classified information ensure they prepare classified for shipment and handle it according to DOD 5200.1R, *Information Security Program Regulation,* and AFI 31-401, *Information Security Program Management*? (AFI 10-403, para 4.4.1)			
5.2. When weapons and ammunition must be deployed with units, do they adhere to the guidance in DOD 5100.76M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, and AFI 31-209, *Resource Protection*? (AFI 10-403, para 4.4.2)			
5.3. Has the deploying unit processed the required equipment? (AFI 90-201, para A5.2.2) *NOTE:* All of the materiel required to support the UTC must either be loaded for deployment, properly tailored or identified as a shortfall.			
5.4. Do deploying activities account for deploying equipment through the host Chief of Supply according to AFMAN 23-110, *USAF Standard Base Supply System?* (AFI 10-403, para 4.5)			

5.5. Has the unit commander identified personnel to fill UTC requirements and ensured the individuals are eligible to deploy? (AFI 10-403, para 5.1)			
5.6. Do unit personnel subject to deployment meet minimum training requirements? (AFI 10-403, paras 2.5.2, 2.5.3 and 2.5.4)			
5.7. Do unit personnel meet minimum training requirements for properly preparing cargo for deployment and redeployment as determined locally? (AFI 10-403, para 2.5.5)			
5.8. Do personnel whom the commanders have designated or scheduled for deployment have their personal affairs in order? (AFI 10-403 and AFI 10-403AFSPC1, para 5.2.2) *NOTE*: This includes having current immunizations, up to 60 days' supply of prescription medicines, unique immunization and disease prevention requirements as identified by the medical group, ID tags, ID Card, current DD Form 93, **Record of Emergency Data**, and properly filed wills, power of attorney, and family readiness matters.			
5.9. Do units deploying with ammunition ensure the existence of proper/ safe storage areas? Are explosives quantity-distance rules satisfied? (AFMAN 91-201, para 1.4.2) Does the deployment location have properly sited and licensed storage locations for ammunition being deployed? (AFMAN 91-201, para 1.4.2, AFI 10-403AFSPC1, para 4.4.2)			
6. UNIT (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
6.1. Has the Transportation Squadron Commander defined and met deployment work center staffing and training? (AFI 10-403, paras 2.5.6, 2.5.6.1, 2.5.6.2. and AFI 10-403AFSPC1, Figure 2.1)			
6.2. Does each increment of cargo have specific documentation according to cargo documentation directives? (AFI 10-403, para 4.2.1)			
6.3. Do units use the Deployment Management System (DeMS) or AF Form 4005, **Individual Deployment Requirements,** to track personnel preparedness? (AFI 10-403, para 5.2.5)			